

Approved For Release 1999/09/20 : CIA-RDP78-03991A000500010010-4
Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 27 January 1955

FROM : Chief, Real Estate & Construction Division

SUBJECT: Weekly Activity Report

1. Items of Special Interest:

25X1A

a. [REDACTED]

25X1A

(1) [REDACTED] Relocation:

Dispatch listing additional approved construction items presently in the process of being coordinated.

(2) Commo:

25X1C

The differences between [REDACTED] and OC/E have been satisfactorily negotiated by minor adjustments on the part of port parties and plans for the Transmitter Site Antenna Field were submitted [REDACTED]

25X1C

25X1A

b. Building of TSS Laboratory [REDACTED]

Review of plans and specifications almost completed and scheduled to be returned to District Engineers today.

c. DCI Move from Admin. Bldg. to South Bldg.:

- (1) Sink and dishwasher for kitchen has been ordered and delivery is expected the first week in Feb. Painting of kitchen and dining room areas in progress.
- (2) Satisfactory progress being made in DCI and DDCI office suites. Delivery dates have been established for all material required in connection with this work except the paneling, GSA has been requested to have this delivery date established before or by 1 March, so that this work may be started early in March.
- (3) GSA has scheduled an electrical outage in South and Adm. Buildings on 30 January and 6 February.
- (4) Memo to DD/A outlining estimated costs of renovating to IAC Conference Room has been prepared and will be forwarded.
- (5) Memo to DD/A re assignment of additional space to GPO being redrafted.

Handwritten:
 moved.
 paneling

25X1A

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d. Tunnel Project:

Further work on the tunnel is being held in abeyance for approximately one month, prior to the DCI moving to South Bldg., this will make possible his using the present kitchen and dining room facilities for the maximum length of time.

e. Tempo K Cafeteria:

Memo being prepared outlining all details of this problem.

2. General:

Regulation covering the functions of the Space Maintenance & Facilities Br. is being drafted.

3. Projects and Studies in Process:

a. Construction and Utilities:

25X1A

- (1) [REDACTED] An inspection of the work in progress has been made this week, report being prepared.

- (a) Warehouse Bldg. Repairs: Plans and specifications covering work to be performed being prepared.
- (b) Heating Plant Repairs: Bids received yesterday are being reviewed. Low bid is in the amount of \$4,320.

25X1A

- (2) [REDACTED]
- (a) Record Center Bldg.: An inspection of work in progress was made. As a result of this inspection a more accurate estimate of time of occupancy can be made and submitted to C/IO for planning purposes.

25X1A

- (b) Electrical Alterations [REDACTED] Final payment made to contractor on 19 Jan., total amount of contract \$11,002.67.

25X1A

- (3) [REDACTED]
- Field concurs in deferring Supply Div. representative's trip until RE&C Div. representative leaves Hdq. for final acceptance of construction. Reply to cable re fire mains being prepared.

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b. Real Estate:-

(1) Housing, [REDACTED] (NE):-

Staff study requesting approval of \$115,000.00 for construction of 2 houses is being presented through channels.

25X1A

(2)

[REDACTED]

25X1C

(3) Lease of House, [REDACTED] (NE):-

25X1A

Field requested authority to lease subject house at an annual rental of \$6,800.00 for a contract agent. Matter being discussed with NEA.

[REDACTED]

25X1C

(5) Repair of Heating System, [REDACTED] Warehouse:-

25X1A

Lessor requested to make immediate repairs to subject heating system as provided under the terms of the lease.

(6) Space Requirements for Proposed Warehouse, [REDACTED] (NE):-

25X1A

25X1C

[REDACTED]

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(7) Lease of House, [REDACTED], (FE):-

25X1A

Lease of subject house was previously authorized
[REDACTED] Execution of the
lease required 2 years rent in advance. Additional
\$2,431.00 transferred [REDACTED] for the
additional rental.

25X1C

25X1C

(8) Audio Lab, [REDACTED] (FE):-

25X1A

Station requested authorization to use \$2,200.00
of uncommitted project funds to construct an audio
lab. FE Division informed field that new project
outline must be submitted for approval.

(9) Repair of Living Quarters, [REDACTED] (FE):-

25X1A

Station requested authorization to spend \$1,321.00 for
rehabilitation and repair of an Agency-provided house.
Station requested to submit real property report on
subject property prior to a determination on the
request.

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27 January 1955

3C - Space, Maintenance and Facilities

a. Utility Wiring and Air Conditioning Contract:

Enlargement of transformer vault at Building [REDACTED] completed except for exchange of transformers.

25X1A

b. FI/STD - Commo - Air Conditioning, Building [REDACTED]

25X1A

Installation of 25 tons of air conditioning and electrical service is still in progress.

c. Request of DD/P for Additional Space:

STATINTL

Present indications are that the [REDACTED] will release either wing 1 or wing 3, second floor, [REDACTED] for Agency use. Decision relative to specific wing to be released will be made by CAA this date. [REDACTED] DD/P has been apprised of the foregoing.

✓ 25X1A

d. [REDACTED] -- Relocation to Another Building:

This item will be eliminated from subsequent reports until approximately 1 March 1955, at which time decision concerning relocation to [REDACTED] Building will be made.

7 25X1A

e. [REDACTED]

1. The Comptroller has approved use of 1955 funds in the amount of \$17,500.00, covering cost of increased transformer capacity etc. Job order has been prepared and will be forwarded to GSA for appropriate action. In the mean-time the \$17,500.00 item will included in Fiscal Year 1955 fund deficiency.

2. Sound laboratory project is approximately 80% complete. ✓

f. Telephone Survey:

Surveys were conducted in the Office of Communications and the Personnel Office during the period 18 January 1955 through 25 January 1955. This Office is awaiting advice relative to the recommendations submitted by the survey team. ✓

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27 January 1955

3C - Space, Maintenance and Facilities

g. Moves:

1. Completed during past week:

DDP/FE (partial) within Tempo J, 20 January.
DDP/FI (partial) within Tempo L, 20 January.
OCI (partial) within Que Building, 21 January.
DDP/FE (partial) within Tempo J Building, 25 January.

2. Tentative for coming week:

OCD (partial) within Tempo M, 27 January.
OTR (partial) within Building [REDACTED] 31 January.

25X1A

25X1A

[REDACTED]
Chief,
Real Estate and Construction Division

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